



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO P4400.2
C 211
3 Sep 1985

MARINE CORPS BASE ORDER P4400.2

From: Commanding General
To: Distribution List

Subj: Standing Operating Procedures (SOP) for the Maintenance
Float

Ref: (a) UM 4400-15
(b) MCO P4400.82F
(c) UM 4400-123
(d) MCO P4790.2B
(e) MCO P4400.79D
(f) MCO P4400.150B

Encl: (1) LOCATOR SHEET

1. Purpose. To establish Standing Operating Procedures (SOP) for the Maintenance Float.

2. Information

a. This Manual is published for information and basic guidance. The provisions of this Manual are effective upon receipt.

b. References (a) through (f) provide detailed instructions for the operation of a Maintenance Float. This SOP provides implementing instructions for the functioning of the Maintenance Float (MMFAH 7) managed by this Command.

3. Action. Addressees will ensure compliance with the contents of this SOP and references (a) through (f).

4. Recommendations. Recommendations concerning the contents of the Standing Operating Procedures (SOP) for the maintenance Float are invited. Such recommendations will be forwarded to the Commanding General (C 211) via the appropriate chain of command.

5. Certification. Reviewed and a this date.

DAVID J. CASSADY
Chief of Staff

DISTRIBUTION: A

MCBO P4400.2
3 Sep 1985

LOCATOR SHEET

Subj: Standing Operating Procedures (SOP) for the Maintenance
Float

Location: (Indicate the locations (s) of the copy (ies) of this
Manual.)

SOP FOR THE MAINTENANCE FLOAT

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
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SOP FOR THE MAINTENANCE FLOAT

CONTENTS

CHAPTER

- 1 CONCEPT OF SUPPLY OPERATIONS
- 2 MAINTENANCE FLOAT PROCEDURES
- 3 INTERNAL GUIDELINES FOR THE
 MAINTENANCE FLOAT

APPENDIX

A RECOVERABLE ITEMS PROGRAM

B DEFINITIONS

C DOCUMENT NUMBER ASSIGNMENTS

SOP FOR THE MAINTENANCE FLOAT

CHAPTER 1

CONCEPT OF SUPPLY OPERATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MISSION	1001	1-3
BACKGROUND	1002	1-3
DEFINITION	1003	1-3
FUNCTIONS	1004	1-3
COMMAND	1005	1-4
CONCEPT	1006	1-4
CUSTOMER SUPPORT	1007	1-5
LOCATION	1008	1-5

SOP FOR THE MAINTENANCE FLOAT

CHAPTER 1

CONCEPT OF SUPPLY OPERATIONS

1001. MISSION. The mission of the maintenance float is to provide a source of supply for direct exchange of secondary reparable in support of second, third, and fourth echelon maintenance efforts within the Marine Corps Development and Education Command (MCDEC), Quantico, Va.

1002. BACKGROUND. The current editions of UM 4400-15 and MCO P4400.82 establish the procedures for the operations of a maintenance float. MCO P4400.82 designates MMFAH7 as the float tasked to support MCDEC. Appendix A provides information pertaining to the Recoverable Items Program in support of the maintenance float.

1003. DEFINITION. A maintenance float is an actual support activity that provides a pool of reparable assets that are available for direct exchange. It serves as the intermediary between customers and supporting repair facilities. Float assets are positioned in a manner deemed most efficient to support the operation. A list of additional definitions can be found in Appendix B.

1004. FUNCTIONS. The functions of the maintenance float are as follows:

1. Receive and distribute assets from supply sources and repair facilities to fill customer backorders.
2. Requisition additional secondary reparable allowance assets and replacement assets.
3. Establish repair priorities of assets to support customer requirements. Close liaison must be maintained with supporting maintenance activities to ensure adequate support.
4. Inventory control, identification and redistribution of float assets and excesses.
5. Publish a maintenance float catalog at least semiannually.
6. Compute maintenance float allowances annually or as required.
7. Account for and manage initial issue provisioning secondary reparable assets.

1005

SOP FOR THE MAINTENANCE FLOAT

8. Maintain at least the minimum fill rate, in accordance with the current edition of MCO P4400.150, based on issues against allowance items.

1005. COMMAND. The Maintenance Float is under the direct control of the Property Control Officer.

1006. CONCEPT

1. The secondary reparable items program is composed of two categories of equipment; depot and non-depot reparables. All reparables are identified by the recoverability code found in the Source, Maintenance, Recoverability Code (SMRC) assigned to individual National Stock Numbers (NSN) utilized within the Marine Corps. UM 4400-123 defines SMRC coding. Actual SMRC codes may be found in the Management Data List (MDL) furnished by MCLB, Albany Georgia on microfiche.

a. Depot reparables are identified by the assignment of a "D/L" recoverability code, and an 80,000 series identification number as noted in the current edition of MCO P4400.82. The identification numbers are utilized to distinguish secondary reparables from end items.

b. Non-depot reparables are identified by an "F," "H" and "O" recoverability code.

2. The major differences between "D/L" and "F," "H" and "O" coded items are:

a. "D" codes are controlled items and, therefore, float allowances are subject to approval by the Commanding General, MCLB Albany.

b. "D/L" codes may be repaired at the fifth echelon maintenance activity located at Albany, Georgia.

c. "F," "H" and "O" codes are selectively included in the maintenance float program at the discretion of the float manager. However, units may request additions of SAC 1 items to the maintenance float catalog. This can be effected by the unit submitting to the float manager, in writing, all NSNs to be considered along with the recorded usage for each item in accordance with paragraph 2013.

d. "F," "H" and "O" codes are subject to a local repair or "washout" decision at the intermediate maintenance (3rd and 4th echelon) level. Paragraph 2013, page 2-10 of this SOP applies.

1-4

SOP FOR THE MAINTENANCE FLOAT

1007. CUSTOMER SUPPORT

1. Maintenance float customers fall into two general categories:

a. Using units.

b. Intermediate Maintenance Activities (IMA), also referred to as third and fourth echelon maintenance branches.

2. Maintenance float is the sole source for all depot repairable (Recoverability Codes D and L) items and all non-depot repairable (Recoverability Codes F, H, and O) items in the maintenance float catalog.

1008. LOCATION. Maintenance float's main office is located in Building #2011.

SOP FOR THE MAINTENANCE FLOAT

CHAPTER 2

MAINTENANCE FLOAT PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
PROCEDURES FOR ISSUE OF SERVICEABLE SECONDARY REPARABLES ON AN EXCHANGE BASIS	2001	2-3
PROCEDURES FOR BACKORDERS	2002	2-4
PROCEDURES FOR RETURN OF SERVICEABLE ITEMS FROM AN INTERMEDIATE MAINTENANCE ACTIVITY	2003	2-5
PROCEDURES FOR RETURN OF UNSERVICEABLE ASSETS FROM AN INTERMEDIATE MAINTENANCE ACTIVITY	2004	2-5
PROCEDURES FOR EXCESS SECONDARY REPARABLES	2005	2-6
AUTHORIZATION TO ASSIGN ERO PRIORITIES	2006	2-7
RECOVERABLE ITEM REQUEST (WIR) PROCEDURES FOR THE MAINTENANCE FLOAT	2007	2-7
RECONCILIATION PROCEDURES	2008	2-8
NAVMC 1018 INSPECTION/REPAIR TAGS	2009	2-8
PROCEDURES FOR REQUISITIONING AN ASSET WITH NO TURN IN	2010	2-9
PROCEDURES FOR BAD-OFF-SHELF	2011	2-9
PROCEDURES FOR REPORTING SECONDARY REPARABLES RECEIVED FROM SOURCES OTHER THAN THE MCDEC MAINTENANCE FLOAT	2012	2-9
CUSTOMER RECOMMENDATION OF SECONDARY REPARABLES FOR FLOAT MANAGEMENT	2013	2-10

FIGURE

2-1	DD 1348, DIC BAD	2-11
2-2	EQUIPMENT REPAIR ORDER (ERO)	2-12

2-3	REQUEST FOR WIR	2-13
2-4	LETTER OF UNSERVICEABLE PROPERTY (LUP) . .	2-16
2-5	LETTER OF AUTHORIZATION	2-17

2-1

SOP FOR THE MAINTENANCE FLOAT

2-6	INSPECTION TAG	2-19
2-7	SURVEY LETTER	2-20
2-8	ERO SHIPPING/TRANSACTION LIST	2-21

2-2

SOP FOR THE MAINTENANCE FLOAT

CHAPTER 2

MAINTENANCE FLOAT PROCEDURES

2001. PROCEDURES FOR ISSUE OF SERVICEABLE SECONDARY REPARABLES
ON AN EXCHANGE BASIS

1. The using unit determines that it has an unserviceable secondary reparable.
2. The unserviceable asset is taken to the appropriate Intermediate Maintenance Activity (IMA) with a DD 1348 (4 parts), DIC BAD (one for one exchange), see figure 2-1. A NAVMC 1018, Inspection/Repair Tag, will be completed by the using unit in accordance with paragraph 2009, following. Additionally, an ERO will be prepared in accordance with Figure 2-2.
3. The IMA will complete the following:
 - a. Inspect the item to ensure that all second echelon maintenance has been done and that there is no damage to the item due to negligence or misuse.
 - b. If the requirements stated in paragraph 3a are met, the item is accepted. If the requirements are not met the item will not be accepted.
 - c. Complete the Equipment Repair Order (ERO) that the customer has prepared (see figure 2-2).
 - d. Give the using unit the yellow copy of the ERO.
 - e. IMAs will transcribe the priority from the DD 1348.
 - f. The OICs of the IMAS, OIC of PCO and/or their "authorized by" block, designated representatives will sign the as appropriate.
4. The using unit will bring the yellow ERO copy and the DD 1348, DIC BAD to the maintenance float.
5. The float manager will initiate the following:
 - a. Assign a document number to the DD 1348, DIC BAD.
 - b. Annotate a BAD transaction to his NAVMC 708-1 card.
6. If an exchange item is available, the float manager will complete the following:
 - a. Issue a serviceable asset to the using unit.

2002

SOP FOR THE MAINTENANCE FLOAT

- b. File the yellow copy (ERO) in pending ERO file.
- c. Annotate the issuing item's serial number on the DD 1348, DIC BAD and in his MCDEC logbook.
- d. Place the DD 1348, DIC BAD in his completed MCDEC transaction file.
- e. Review the priority of the ERO to ensure that the proper priority has been assigned in accordance with Marine Corps Policy.

2002. PROCEDURES FOR BACKORDERS

1. If an exchange item is not available for issue, the float manager will execute the following:
 - a. Assign a document number to the DIC BAD.
 - b. Give the pink copy of the DD 1348, DIC BAD to the using unit, as their receipt.
 - c. File the DD 1348, DIC BAD in backorder file.
 - d. File the yellow copy of the ERO in the pending ERO file.
2. Upon the availability of a backorder item, the float manager will execute the following:
 - a. Determine the using unit with the highest backorder priority. If more than one using unit has the same backorder priority, then the unit with the oldest backorder date receives priority.
 - b. Notify the using unit of the availability of the item.
 - c. Upon the unit's arrival, the float manager will prepare a DD 1348, DIC B7A (issue transaction), giving it the same document number as on the DD 1348, DIC BAD.
 - d. The using unit's representative will sign the back of the DD 1348, DIC B7A.
 - e. The float manager will complete the following:
 - (1) Issue the item and provide the green copy of the DD 1348, DIC B7A to the using unit.
 - (2) Annotate the NAVMC 708-1 with "B7A."

SOP FOR THE MAINTENANCE FLOAT

(3) Attach the DD 1348, DIC B7A to the DD 1348, DIC BAD.

(4) Complete the transaction in the MCDEC logbook.

(5) File the DD 1348, DIC B7A in the completed transaction file.

2003. PROCEDURES FOR RETURN OF SERVICEABLE ITEMS FROM AN INTERMEDIATE MAINTENANCE ACTIVITY

1. Upon the IMA's repair of an item, the float manager will be notified.

2. The float manager will accomplish the following:

a. Sign for the item from the IMA, and complete the ERO.

b. File the white ERO copy in completed ERO file.

c. Return the yellow ERO copy, maintained in the pending ERO file to the IMA.

d. Annotate the NAVMC 708-1 card accordingly.

e. Release backorders, if any, in accordance with paragraph 2002 preceding.

f. If there is no backorder for the asset, it will be placed in an on-hand/available-for-issue status.

2004. PROCEDURES FOR RETURN OF UNSERVICEABLE ASSETS FROM AN INTERMEDIATE MAINTENANCE ACTIVITY

1. Depot Repairables

a. If the maintenance facility determines an asset to be unserviceable, the facility will accomplish the following:

(1) Prepare a request for a WIR, see figure 2-3.

(2) Forward the request for WIR to the Support Division Maintenance Management Office (MMO).

b. The Support Division MMO will initiate the following:

(1) Prepare and send a Recoverable Item Report (WIR), see Recoverable Item Program, Appendix A.

SOP FOR THE MAINTENANCE FLOAT

(2) Send copies of the WIR to the IMA and the maintenance float.

(3) Upon receipt of disposition instructions, submit a Letter of Unserviceable Property (LUP), figure 2-4, to the IMA and the maintenance float.

2. Non-Depot Repairables

a. When an IMA determines that a non-depot-secondary reparable is not repairable, he will prepare a DD 1348-1 shipping document. The IMA will utilize a document number provided in Appendix C.

b. The DD 1348-1 will be delivered to the float manager. The equipment will be held by the IMA until such time as the turn in can be effected. This period will not exceed thirty days.

2005. PROCEDURES FOR EXCESS SECONDARY REPARABLES

1. A using unit turning in excess secondary repairables will prepare a DD 1348, DIC B6A. The DD 1348, DIC B6A and the item are presented to the maintenance float.

2. The maintenance float turns the item into the IMA.

3. The IMA initiates the following:

a. Opens an ERO on the asset.

b. Determines the item's condition code.

c. Gives the Maintenance Float the yellow copy of the ERO.

4. If the item is determined to be serviceable, the maintenance float will complete one of the following:

a. If there is an allowance and a backorder, issue the asset to the organization with a backorder.

b. If there is an allowance and no backorder, hold the asset in the maintenance float.

c. If there is no allowance but a backorder exists, issue the asset to the backordered unit.

d. If there is no allowance and no backorder, prepare and send a request for WI (serviceable asset) to the Support Division MMO, for

depot reparable. Serviceable non-depot reparable will be disposed of in accordance with paragraph 3005.5c(3).

2-6

SOP FOR THE MAINTENANCE FLOAT

2007

5. If the item is determined to be unserviceable the IMA will prepare and send a request for WIR to the Support Division MMO, in accordance with paragraph 2007 and Appendix A, herein.

2006. AUTHORIZATION TO ASSIGN ERO PRIORITIES

1. All using units/customers (to include IMAs for the cases when they are a customer) will submit to the Property Control officer, in writing, a letter of authorization identifying those personnel authorized to assign priorities for DD 1348's DIC BAD/B6A (figure 2-5, page 2-17).

2. The Intermediate Maintenance Activity Head will provide to the PCO, in writing, a letter of authorization identifying those personnel authorized to assign priorities to EROs (figure 2-5, page-2--18).

3. The letter of authorization will be distributed as follows:

- a. Original - as required by paragraph 2006.1 and 2006.2.
- b. Appropriate IMA.
- c. Command Maintenance Management Officer.
- d. Support Division Maintenance Management Officer.
- e. Copy to each individual.
- f. Copy to originating office files.

4. The Property Control Officer has final authority for assignment of priorities.

2007. RECOVERABLE ITEM REQUEST (WIR) PROCEDURES FOR THE MAINTENANCE FLOAT

1. Details regarding the WIR program are found in Appendix A and paragraphs 2003 and 2004, preceeding.

2. Upon receipt of disposition instructions from the Marine Corps Logistics Base (MCLB) Albany, the maintenance float will complete the following:

- a. Requisition a replacement item in accordance with UM 4400-15, paragraph 3004 following, and Appendix A.

b. Provide Support Division MMO with one copy of the DD 1348, DIC BWA.

2-7

2008

SOP FOR THE MAINTENANCE FLOAT

c. Dispose of the defective item in accordance with disposition instructions.

3. Serviceable excess assets will be LTI'd by the appropriate IMA and turned in to the maintenance float in accordance with paragraph 2005 preceding.

2008. RECONCILIATION PROCEDURES

1. The maintenance float will reconcile weekly, all backorders with units and IMAS.

2. Reconciliation with using units is accomplished by the following:

a. The using unit brings in their pending DD 1348's (DIC BAD pink copies (backorders)).

b. The float manager verifies the validity of each backorder and its priority.

3. Reconciliation with IMAS is accomplished by the following:

a. IMAS bring their pending ERO copies and/or their Weekly Process Report (WPR) to the float manager.

b. The IMAS give the status of EROs that are pending in tYi@, maintenance cycle.

c. If the maintenance float has a secondary reparable asset on order for the ERO, they will present status of that asset to the IMA.

2009. NAVMC 1018 INSPECTION/REPAIR TAGS

1. The purpose of the NAVMC 1018 is three-fold:

a. Provides a means of identifying repair parts.

b. Certifies the serviceability of the asset.

c. Provides a means of quality control.

2. Prior to turning in an item to the IMA, the using unit will complete side A of the NAVMC 1018 tag and attach it to the item, see figure 2-6.

3. The IMA must ensure that all items being turned in have a NAVMC 1018 tag attached.

2-8

SOP FOR THE MAINTENANCE FLOAT

2012

4. The IMA must complete side B of the NAVMC 1-0-LB tag upon repair of the item, see figure 2-6.

2010. PROCEDURES FOR REQUISITIONING AN ASSET WITH NO TURN IN

1. Using units requiring a float asset without an asset to turn in must submit a survey letter to the Property Control Officer stating why a turn in is not available, along with a DD 1348, DIC BAD. The survey letter will be signed by the organizational commander or appropriate MCDEC assistant chief of staff (See figure 2-7).

2. After approval of the PCO the float manager will file the survey letter in the survey letter file and issue the item as follows:

a. The using unit brings the DD 1348, DIC BAD and the survey letter to the float manager.

b. The float manager assigns a document number to the DD 1348, DIC BAD.

c. The float manager annotates the 708-1 card with DIC BAD.

3. If the item is not on hand, maintenance float will backorder the asset (see paragraph 2002).

2011. PROCEDURES FOR BAD-OFF-SHELF

1. If the maintenance float issues an item which is unserviceable, the using unit will return the item within 24 hours for a serviceable asset. The NAVMC 1018 tag must be returned with the asset.

2. If a replacement item is not available, the item will be backordered using the old backorder document number.

3. The Maintenance float will annotate a bad-off-shelf in the remarks column of his MCDEC logbook.

2012. PROCEDURES FOR REPORTING SECONDARY REPARABLES RECEIVED FROM SOURCES OTHER THAN THAN MCDEC MAINTENANCE FLOAT

1. When a customer receives a secondary reparable for equipment repair, which is not obtained from the MCDEC Maintenance Float (MFAH7), usage data must be reported to the float. The item may be received as a result of selective exchange/cannibalization or from another supply source. If the customer does not report the receipt of the item, future float

2-9

2013

SOP FOR THE MAINTENANCE FLOAT

support of the item would be reduced because actual customer demand will not have been recorded.

2. The following procedures will be adhered to for those items identified in paragraph 2012.1, preceding;

a. Customers will prepare an ERO, 4 card, in accordance with reference (d) and figure 2-8 annotating "SC" in blocks 68-69, and forward one copy to the maintenance float.

b. The float manager will annotate the NAVMC 708 card with a DIC B6K utilizing the customer document number obtained from the ERO 4 card (SC). In addition the NAVMC 708 card will be annotated with a DIC B7A (SC) utilizing a maintenance float document number.

c. The float manager will prepare a DD 1348 DIC B7A-for the customer's signature.

d. The signed DD 1348, DIC B7A will be attached to the maintenance float's copy of the ERO 4 card (SC) and filed in the completed transaction file.

e. The float manager will prepare the WCA and WCS transactions, for depot reparable.

2013. CUSTOMER RECOMMENDATION OF SECONDARY REPARABLES FOR FLOAT MANAGEMENT

1. Float customers may recommend secondary reparable for float management by letter.

a. The letter to the float manager should include NSN, ID number, nomenclature, SAC, recoverability code, unit price, anticipated annual usage.

b. Mission impact statements (justification) should be clearly indicated on the cover letter.

2. The float manager will evaluate these recommendations for inclusion in the next maintenance float catalog.

3. Only those non-depot secondary reparableables that can be repaired at the MCDEC IMA will be considered for inclusion. All depot level secondary reparableables to support table of equipment assets will be considered if identified in accordance with this paragraph.

2-10

SOP FOR THE MAINTENANCE FLOAT

HEADING

4400
C 043-5

From: Head, Electronics Support Branch, Support Division, Marine Corps Development and Education Command
To: Support Division Maintenance Management Officer
Subj: REQUEST FOR RECOVERABLE ITEMS REPORT (WIR)
Ref: (a) MCO P4400.82F

1. In accordance with the reference the following WIR request is submitted:

(a) Nomenclature: 1A5 Module
(b) ID#: 84017B (c) Serial #: 690
(d) NSN: 5820-00-488-3991 (e) SAC Code: 2
(f) Recov Code: D (g) Unit Cost: \$2038.00
(h) ERO #: KT134 (i) Condition Code: P
(j) Repair Cost: Unknown

2. Reason: 1A5 Module is beyond this echelon of repair

3. Replacement item is required.

M. G. JULIANO

Figure 2-3.-- REQUEST FOR WIR (ESB) Continued.

2-13

SOP FOR THE MAINTENANCE FLOAT

HEADING

4400
C 043-5

From: Motor Transport Maintenance officer
To: Head, Support Division (Attn: MMO)

Subj: REQUEST FOR WIR; CASE OF _____

Ref: (a) MCO P4400.82F

1. Subject item inducted for repair under ERO #_____ has been assigned condition code _____ in accordance with the reference.

2. Item (is/is not) a controlled item.

3. Replacement item (is/is not) required.

4. Item is (beyond this echelon of repair/uneconomical to repair).

5. Reason: _____

6. Remarks:

a. USMC Registration Number:

b. Mileage:

c. Estimated cost to repair the following groups:

(1) Engine:

(2) Transmission:

(3) Transfer Assembly:

(4) Frame:

(5) Body:

d. Estimated cost of repair:

7. Additional Remarks:

a. NSN:

- b. Serial #1:
- c. ID#:
- d. RVC:
- e. SAC:

Figure 2-3.-- REQUEST FOR WIR (MT)--Continued.

2-14

SOP FOR THE MAINTENANCE FLOAT

HEADING

4430/3-1
17-OPT-85
C 043-2

From: Chief, Ordnance Maintenance Branch
To: Head, Support Division (Attn: MMO)
Subj: REQUEST FOR WIR FOR CONTROLLED ITEMS
Ref: (a) MCO P4400.82F
(b) MCDECO P4400.1B

1. The item(s) inducted for repair or limited technical inspection under ERO # QA822 has been declared unserviceable and cannot be repaired at this maintenance facility.
2. The item(s) are controlled as listed in reference (a) and a Recoverable Items Report is required.
3. Upon receipt of disposition instructions from MCLB, Albany, Georgia, a Letter of Unserviceable Property will be issued. The Letter of Unserviceable Property constitutes authority to drop the item(s) from your account records and requisition a replacement item(s) using Advice Code 4D if replacement is required.
4. Paragraph a below applies:
 - a. Item(s) being held by this maintenance facility pending receipt of disposition instructions.
 - b. Returned to your organization for action.

Remarks:

(1) NSN:	1240-01-050-5588.
(2) Nomenclature:	Sight Unit, M64.
(3) Quantity:	One.
(4) Serial Number(s):	C790131.
(5) AC(Owning Organization):	MMFAH-7.

(6) Fund Code (Owning Organization): AM.
(7) Condition Code: H.
(8) Estimated Cost of Repair: Unknown.
(9) Comment on Condition of Item(s): Lack of supply support.

Item has exceeded maximum maintenance cycle time; initial supply requisition date 4296. [SAC2]

J. L. GORDON, JR.

Figure 2-3.-- REQUEST FOR WIR (OMB) -- Continued.

2-15

SOP FOR THE MAINTENANCE FLOAT

HEADING

4400
C 000

From: Director, Communications School
To: Property Control Officer

Subj: AUTHORIZATION TO ASSIGN PRIORITIES TO DD 1348's AND TO RECEIPT FOR SUPPLIES FROM THE MAINTENANCE FLOAT

Ref: (a) MCO P4790.2B
(b) MCDECO P4400.2

1. In accordance with references (a) and (b) the following personnel are authorized to sign DD 1348's (DIC B6A/BAD) and to receipt for supplies from the Maintenance Float Issue Point:

<u>NAME</u>	<u>RANK/RATING</u>	<u>SSN</u>	<u>PRI</u>	<u>SIGNATURE</u>
MARINE, I. M.	Capt	123 45 6789	07	_____
SMITH, J. K.	SSgt	987 65 4321	09-14	_____

2. This letter supercedes all previous authorizations.

I. M. CAREFUL

Copy to:
Hd EMB
Cmd MMO
SptDiv Mt40
Ea. Individual

Figure 2-5.--Letter of Authorization (Using Unit).

2-17

SOP FOR THE MAINTENANCE FLOAT

HEADING

4400
C 001

From: Intermediate Maintenance Activity (OMB)
To: Property Control Officer

Subj: AUTHORIZATION TO SIGN AND RECEIPT FOR EQUIPMENT REPAIR
ORDERS

Ref: (a) MCO P4790.2B
(b) MCDECO P4400.2

1. In accordance with references (a) and (b), the following personnel are authorized to sign Equipment Repair Orders and assign priorities subject to modification by the Property Control Officer:

<u>NAME</u>	<u>RANK/RATING</u>	<u>SSN</u>	<u>PRI</u>	<u>SIGNATURE</u>
INCHARGE, I. M.	Capt	012 34 5678	03	_____
JONES, T.	MSgt	876 54 3210	06-13	_____
SMITH, R.	GS-7	123 56 7890	14	_____

2. This letter supercedes all previous authorizations.

W. E. FIXEM

Copy to:
Dir, Spt Div
Cmd MMO
Spt Div MMO
Ea. Individual

Figure 2-5.--Letter of Authorization (IMA)--Continued.

2-18

SOP FOR THE MAINTENANCE FLOAT

HEADING

4400
C 001

From: Director, Communication Officer School
Officer in Charge, Maintenance Float MMFAH7

Subj: REQUEST FOR REPLACEMENT OF RECEIVER TRANSMITTER 505

Ref: (a) UM 4400-15

1. In accordance with the instructions contained in the reference, the following information is furnished. This item was lost during the initial landing of Operation Exotic Dancer VI. All available means of recovery have been exhausted. Replacement is required for operational readiness of combatmission-essential equipment.

Priority _____ NMCS _____ DOC# _____
(MF assigned)

Cumstomer ERO# _____ Fund Code _____

Quantity ERO# _____ Cost Code _____

NSN _____ End Item ID# _____

Unit Price _____

I. M. GOOD

NOTE: If an investigation was made, it should be referenced

with appropriate comment.

Figure 2-7.-- SURVEY LETTER.

2-20

SOP FOR THE MAINTENANCE FLOAT

CHAPTER 3

INTERNAL GUIDELINES FOR THE MAINTENANCE FLOAT

	<u>PARAGRAPH</u>	<u>PAGE</u>
MAINTENANCE FLOAT FILES, RECORDS, AND LOGBOOKS	3001	3-3
MAINTENANCE FLOAT REPORTS	3002	3-4
MAINTENANCE FLOAT ALLOWANCES	3003	3-5
ORDERING OF SECONDARY REPARABLES	3004	3-6
PROCEDURES FOR NON-DEPOT SECONDARY REPARABLES	3005	3-7
INITIAL ISSUE PROVISIONING (IIP) ALLOWANCES FOR THE MAINTENANCE FLOAT	3006	3-8

FIGURE

3-1	STOCK RECORD AND INVENTORY CONTROL CARD (MAINTENANCE FLOAT), NAVMC 708-1	3-11
3-2	ANNUAL REVIEW ALLOWANCE DATA	3-18
3-3	WEEKLY FILL RATE REPORT	3-19
3-4	WEEKLY MAINTENANCE FLOAT REPORT	3-20
3- 5	MAINTENANCE FLOAT DOCUMENT NUMBER DEMANDS	

	LIST	3-21
3-6	MONTHLY FILL RATE REPORT	3-22
3-7	MAINTENANCE FLOAT CATALOG	3-23
3-8	NON-SASSY CONSOLIDATED LISTING	3-24
3-9	IIP PROJECT PERCENTAGE MESSAGE	3-25
3-10	PROVISIONING REPORT (DIC BP3)	3-26
3-11	FOLLOW-UP CHART	3-27

3-1

SOP FOR THE MAINTENANCE FLOAT

CHAPTER 3

INTERNAL GUIDELINES FOR THE MAINTENANCE FLOAT

3001. MAINTENANCE FLOAT FILES, RECORDS, AND LOGBOOKS

1. The float manager maintains several files, records and logbooks in the performance of his duties.
2. A Backorder File is maintained to show assets owed to supported customers. The backorder file is established to allow the float manager to determine the applicable NSN, priority of requests, document draft date, and the unit requesting the asset being backordered.
3. The Pending ERO File contains a copy of all EROs in repair at IDTAs. The pending ERO file will be reconciled with IMAs at least weekly (see paragraph 2008).
4. The Completed ERO File will contain the original ERO (white copy). It serves as the primary basis for computing the repair cycle time recorded on the NAVMC 708-1 card.
5. A NAVMC 708-1 card is prepared for all items identified to the maintenance float. NAVMC 708-1 cards are filed in National Stock Number (NSN) sequence, see figure 3-1.
6. A pending file will contain all pending MCLB, Albany requisitions (AOA), modification of allowances (WAA), and controlled item increases/decreases (WCA/WCS and WIRS). The autodin card or message will be placed in an envelope and filed by document number sequence. For AOA files, updated status will be annotated on the envelope.

7. The Completed MCDEC Transaction File contains DIC BADS, B7As, and B6As. Documents are filed in document number sequence and are held for one year.

8. The Locator File is maintained, in NSN sequence, for all, assets stocked by the maintenance float. A duplicate copy is maintained at the location where the asset is stored. A NAVMC 10849 will be utilized as the Warehouse Control/Locator card.

9. The Completed Albany Requisition file contains all completed AOAS, WCSs, WCAs, WAAs and WIRs/

10. A Document Register is maintained for all transactions.

3-3

3002

SOP FOR THE MAINTENANCE FLOAT

11. A Voucher file will be maintained in document number sequence for all reports of investigation and adjustment transactions with the exception of the following:

- a. Transactions maintained in the completed transaction file.
- b. Transactions maintained in the pending requisition file.
- c. Routine issue/receipt transactions.

3002. MAINTENANCE FLOAT REPORTS

1. The maintenance float generates the following reports to provide information and accurate record keeping.

a. Weekly Fill Rate Report. This report is provided weekly to the PCO. It's purpose is to provide an overall view of the maintenance float performance (see figure 3-3).

b. Weekly Maintenance Float Report. This report is provided weekly to the PCO. It's purpose is to show the current status of maintenance float assets, i.e., allowance, on hand, backorder, repair, and AOA's (see figure 3-4).

c. Additional Demands List (ADL). This report is updated weekly by the maintenance float for the PCO. It's purpose is to show the status of all pending requisitions (see figure 3-5).

d. Monthly Maintenance Float Fill Rate. This report provides the Commanding General, MCDEC with the monthly float fill rate (see figure 3-6). The Marine Corps goal is an 80 percent monthly fill rate.

2. Maintenance Float Catalog

a. The float manager will publish a semiannual catalog containing all secondary reparableables currently managed by the maintenance float. This catalog will be produced and distributed by the PCO to all maintenance float users (see figure 3-7).

b. Although the float is the only source of supply for the replenishment of "D" codes, all NSNs with a recoverability code of "D" are not listed in the catalog. This situation arises from the fact that the maintenance float is not authorized stockage of all "D" coded assets. If a unit has a "D" coded asset that was not listed in the current float catalog, they will turn in their unserviceable component in the same manner as if it was listed on the catalog. The asset will

3-4

SOP FOR THE MAINTENANCE FLOAT

3003

then be repaired/replaced and returned to the unit by the float. if usage so warrants, the float will request to establish an allowance for the item. If approved, the NSN will be added to the catalog.

c. "F," "H" and "O" codes, if listed in the catalog may also be exchanged. Items not listed in the current catalog should be requisitioned from the DSSC (MOO264) by the supporting unit supply officer.

3003. MAINTENANCE FLOAT ALLOWANCES

1. Secondary reparable float allowances for new items of equipment are initially established by MCLB, Albany, during the provisioning process. Upon completion of the demand development period, allowances are recomputed based on actual usage data.

2. The Sub System 13 (SS13) Controlled Items Quarterly Reconciliation Report is sent from MCLB, Albany. The Quarterly Reconciliation Report acts as a check and balance document between MCLB, Albany, and the maintenance float. This report depicts allowances and on-hand quantities of maintenance float assets. The Controlled Items Quarterly Reconciliation Report (SS13) is kept up to date by the maintenance float's submission of DIC WCA (increase on hand) and DIC WCS (decrease on hand) transactions, as the receipt/issue occurs. Whenever the accountable balance increases/decreases, the appropriate DTC WCA/WCS is submitted. Additionally, a LIF Stripped Record Report is included in the Quarterly Reconciliation. The LIF Stripped Record depicts all WIR transactions for that quarter.

3. Modification of allowances are submitted when it is found that the assets of the maintenance float need to be increased or decreased to

adequately support the equipment at MCDEC. Factors affecting the allowances are the maintenance float annual recomputation, insurance items and special allowances, and a determination that the asset is no longer required. After it is determined that an allowance is to be modified, the float manager completes the following:

a. Prepares and submits a modification allowance (WAA) request to the Commanding General, MCLB, Albany, from the Commanding General, MCDEC. The Commanding General, MCDEC has final approval authority for non-depot secondary reparable.

b. Prepares a folder with a copy of the WAA and holds it-in pending WAA file.

c. Files the completed WAA in the completed transaction file upon approval/disapproval.

4. Maintenance float recomputations are done annually, (see figure 3-2,) and as required. Annual recomputations determine the current

3-5

3004

SOP FOR THE MAINTENANCE FLOAT

allowance level of float assets. Allowance levels are primarily determined by the following factors:

a. Average monthly maintenance failure rate.

b. Average monthly repair rate.

c. Average monthly resupply rate.

d. Average repair cycle time in days.

e. Special levels.

5. Insurance items are assets that are mission essential, and have at least 30 days lead time from the source of supply. Insurance items may be requested for inclusion into the maintenance float at any time by the IMA/using unit. However, they will usually be submitted after the annual float recomputation. The float manager will draft a proposed insurance item list, checking past usage data and item lead time from supply source. The PCO will determine which assets are to be stocked as insurance items. This list will be forwarded to the Commanding General, MCLB, Albany, SS13, upon review and approval by the Commanding General, MCDEC.

6. Special Allowances (SPL) are not normally utilized at posts and stations, however, due to the relatively small quantity of T/E assets and high usage of those assets Requisitioning Objective (RO) does not adequately support them. Therefore, special allowances are authorized to supplement the RO. Special allowances will be determined by the PCO and approval requested from the Commanding General, MCDEC (non-depot) or the Commanding General, MCLB, Albany (Depot). Computation

of total allowance will be accomplished by using the following formula:

$$RO + SPL = \text{TOTAL ALLOWANCE}$$

3004. ORDERING OF SECONDARY REPARABLES

1. Ordering Depot reparable (SAC 2) items will be accomplished by the maintenance float, contingent on one or more of the following:

- a. Filling of allowance levels.
- b. Receipt of disposition instructions from MCLB, Albany.
- c. Receipt of modification of Instruction (MI) from MCLB, Albany or HQMC.
- d. For a modification of allowance in connection with a float recomputation/assignment of a Special/Insurance Allowance.

3-6

SOP FOR THE MAINTENANCE FLOAT

3005

2. Requisitioning of assets is done via autodin or message only, utilizing the format provided in the current edition of MCO P4400.126.

3. Modification of a pending requisition is done to change quantity or priority code only. The maintenance float will submit a DIC AMA to MCLB, Albany. Modification instructions may be sent as long as there is no shipping status (BA or ASI status) on the document to be modified.

4. The follow-up on a document is submitted to the source of supply in accordance with UM 4400-15, paragraph 04001.6e, and as provided herein (see figure 3-11).

5. Cancellation of a pending document is submitted on a DIC AC1. Cancellations may be sent as long as there is no shipping status on the document to be canceled.

6. Requisitioning of non-depot secondary reparable will be in accordance with paragraph 3005 and budgeting restrictions.

3005. PROCEDURES FOR NON-DEPOT SECONDARY REPARABLES

1. Non-depot reparable items are normally SAC 1, with recoverability codes 0, F and H.

2. Non-depot reparable assets whose estimated cost of repair is less than 65 percent of the cost of the reparable asset are normally repaired at the lowest authorized maintenance echelon. Non-depot reparable items are not evacuated to fifth echelon repair, unless it

deadlines a combat essential asset or if it is listed in SI 4400-15/2. The Commanding General, MCDEC must normally request approval from the Commanding General, MCLB, Albany before non-depot reparable are evacuated to fifth echelon maintenance.

3. The Commanding General, MCDEC or his designated representative will establish the maintenance float allowance for non-depot reparable items. Funding for the establishment and operation of non-depot reparable is the responsibility of the PCO. Allowances will be computed in accordance with the current edition of UM 4400-15.

4. Excess unserviceable reparable items are issued to the nearest disposal activity, upon assignment of condition code H by the IMA.

5. Excess serviceable reparable items will be turned in to the maintenance float. maintenance float will complete the following:

a. Screen the asset against backorders.

3-7

3006

SOP FOR THE MAINTENANCE FLOAT

b. If there exists a current backorder for the asset, the float will issue serviceable asset to the backordered unit. Maintenance float will cancel the backorder, annotating the appropriate files (see paragraph 2002).

c. If there is no backorder for the asset the maintenance float verifies if there is an allowance for the item.

(1) If an allowance exists, the float will maintain the asset.

(2) If no allowance exists, the IMA will provide a LUP letter to the maintenance float. The float manager will request an allowance for the asset or send the asset to disposal (as appropriate).

(3) Prior to shipping the item to disposal the float manager will prepare the appropriate DD 1348 (DIC FTE)-to report the excess serviceable item to the Material Returns Program (MRP). The DD 1348 will be delivered to the Director, Materiel Division (Attn: Fiscal Clerk).

6. Non-depot secondary reparable will be requisitioned in accordance with paragraph 3004 of this Order.

3006. INITIAL ISSUE PROVISIONING (IIP) ALLOWANCES FOR THE MAINTENANCE FLOAT

1. In an effort to better fulfill the missions of the Marine Corps, new equipment is continuously introduced. This new

equipment normally will not have repair part support established within the supply system. To determine and provide the necessary repair parts during the new equipment induction period, the Marine Corps has established the IIP section, located at MCLB, Albany. Maintenance float is tasked as the MCDEC IIP section, for secondary reparable.

2. The mission of the maintenance float with regards to IIP is two-fold:

a. Receive the initial issue of secondary reparable.

b. Maintain the secondary reparable in a ready to issue condition.

3. The maintenance float procedures for IIP projects are as follows:

a. The PCO will receive an Advance Logistic Order (ALO) providing information relative to new equipment.

3-8

SOP FOR THE MAINTENANCE FLOAT

b. The PCO will receive a Consolidated Tailor Listing, which provides the SASSY section and the maintenance float of the supported equipment arriving with the new asset (see figure 3-8).

c. The IIP section maintains the Consolidated Tailor Listing and executes the following upon receipt of the IIP projects:

(1) Place the secondary reparable into storage.

(2) File the secondary reparable DD 1348 shipping mat by document number in the IIP project file.

(3) Start a NAVMC 708-1 card for each item.

(4) When the IIP project becomes 90 percent complete the IIP section will take the following steps:

(a) Send a message to the Commanding General, MCLB, Albany, IIP (Code 825), informing them that the project is 90 percent complete (see figure 3-9).

(b) Send a DD 1348, DIC WCA to the Commanding General, MCLB, Albany, SS13.

(c) Ensure that all IIP assets are included in the maintenance float catalog.

(d) Request release authority from the Commanding General, MCDEC (C 210).

4. The current edition of MCO P4400.79 provides detailed instructions for the control of IIPS. The float manager will, once each month, on the last day of the month, complete the following:

a. Prepare and submit a Provisioning Report (figure 3-10) on each IIP document not yet released/completed.

b. Prepare and submit a Final Provisioning Report when a document is completed or when the project is released. An 'IF's will be placed in card column 7 of the report.

5. A two year protective period will begin when the IIP projects' last piece of equipment is received and released by the Commanding General, MCDEC.

6. If sufficient usage accumulates during the 2 year protective period, the float manager will prepare and forward a WAA, complete with cover letter from the Commanding General, MCDEC to the Commanding General, MCLB, Albany, SS13 (Code 823) requesting an increase of allowance. Should insufficient usage be generated the 2 year period may be extended an additional 2 years at the discretion of the float manager.

3-9

SOP FOR THE MAINTENANCE FLOAT

LEGEND

(1) The balance brought forward in columns 7 through 11 as appropriate. The information recorded in columns 12 and 13 for expected receipts will be carried forward when new stock record cards are prepared.

(2) The julian date on which the transaction is posted, prefixed by the last digit of the calendar year.

(3) The document/ERO number required to identify the transaction. Whenever a transaction occurs which alters the accountable balance, a document number is required in this block. Whenever a transaction occurs which alters the "Unserviceable in Repair" (column 7), the ERO number under which the item is to be or was repaired/washed out will be shown in this block.

(4) The three-position alpha-numeric DIC indicating the type of transaction. In addition, those transactions requiring a controlled item report in accordance with the current edition of MCO P4400.82 will have the reporting DIC (WCA, WCS, etc.) placed in this block and separated from the DIC (transaction) by a dash.

(5) The quantity of the item received (only those increases which affect the accountable balance).

(6) The quantity of the item dropped. (Only those decreases which affect the accountable balance).

(7) This column will be used to maintain a current total of the item in an unserviceable status. Normally, the figure in this column would not exceed the quantity contained in the "Accountable Balance" column. However, this will happen when the total float allowance plus like unserviceable components of deadlined items not a part of the float are in repair status at the same time. When this situation occurs, the quantity belonging to the deadlined piece of equipment (not the float stock) will be placed in parenthesis to the right of the total quantity in repair to indicate to the float manager that the item is not included in his/her accountable balance but is recorded solely to capture all repair data.

(8) This column will be used to record the number of days that were required to repair an unserviceable item, from the date the unserviceable item was turned into the float warehouse/issue point by a responsible unit until the required repairs are completed at the maintenance facility. This information will be obtained from the ERO under which the items were repaired.

Figure 3-1.--Stock Record and Inventory Control Card
(Maintenance Float), NAVMC 708-1--Continued.

3-12

SOP FOR THE MAINTENANCE FLOAT

(9) Washouts will be entered in this column on an accumulating basis throughout each recomputation period. Recomputation periods are established by the current edition of MCO P4400.82 as annually. A circle will be drawn around the cumulative total at the end of each recomputation period, and this total will be transferred to the appropriate portion of block 15.

(10) The quantity of serviceable items available for issue. If issue points are maintained by the float manager, those quantities available for issue at the issue points will be included in this column. Items issued on custodial receipt to responsible units, unserviceable items on hand pending repair, and item pending investigation or disposal action will not be included in this column. The figure in this column does not include those quantities indicated in block 26 as "OpDepStk" or "Mount-Out.

(11) The total quantity of maintenance float items to be accounted for. Mount-out and OpDepStocks for float items will be included in the accountable balance. (IN REPAIR + AVAILABLE FOR ISSUE - B/O= ACCOUNTABLE BALANCE)

(12) The document number assigned to the requisition will be placed in this block.

(13) The quantity due on the requisition will be placed in the "Due" column of this block and the quantity received in the "Received" column. In the case of partial receipts against a particular requisition, new line entries will be made until the requisition is completed.

(14) This block will be used to record accumulated repair data for the four previous recomputation periods. The total number of the items repaired during each period will be placed in the appropriate recomputation block. This figure will be placed to the left of the diagonal line. The total number of days required to repair the quantity entered to the left of the diagonal line will be recorded to the right of the line. These figures will be recorded each time recomputations are made.

(15) This block will be utilized to record accumulated washouts for the four previous recomputation periods. The total washouts in a given period will be annotated when recomputations are made.

(16) When each side of the card is completed, the balance shown on the last entry of columns 7 and 9 through 11 will be entered in this block and will be carried forward to the new side. Additionally, column 8 will contain the total number of items repaired since the last recomputation (entered to the left of the diagonal line) will be carried forward to the new page.

Figure 3-1.--Stock Record and Inventory Control Card
(Maintenance Float), NAVMC 708-1--Continued.

3-13

SOP FOR MAINTENANCE FLOAT

When all sides of the card are completed, the same information will be brought forward to a new card. When a new card is prepared, outstanding expected receipt entries (not completed) from columns 12 and 13 will be carried forward.

(17) The TAM or I.D. number will be placed in this block, as follows:

a. When the stock record card is for a secondary depot reparable item, the I. D. number, as it appears in the current edition of MCO P4400.82 will be entered.

b. When the stock record card is for an end item, as in the case of an "end item float," enter the control number as it appears in the TAM.

(18) The phrase code, when applicable, will be entered in this block. Appendix I of UM 4400-15 contains a listing, with the description, of all applicable phrase codes. (See note 1.)

(19) The established price of standard Marine Corps items, latest invoice or purchase price for nonstandard Marine Corps items, or other

items for which an established price has not been determined. (See note 1.)

(20) The maintenance failure rate (MFR) will be entered in this block. The MFR is equal to the number of requests for exchange or issues that were processed by the float during a stated period of time (12 months), issues, back orders, inventory losses, issues to replace disposals, losses, etc. ALL requests are counted. When computing requirements, this figure is divided by the number of months in the period; an average is obtained; and that average should be recorded. Failures may be due to malfunctioning or having reached the end of an administratively determined removal interval established at fourth echelon for purposes of preventative or safety considerations.

(21) The repair rate (RR) will be entered in this block. The RR is the number of items returned by the supporting maintenance facility repaired and ready for reuse.

(22) The repair cycle time (RCT) will be shown in this block. The RCT is that period of time during which an unserviceable item is posted to the stock records and again posted to the stock record as being reissued, retrograded, or disposed of. Repair cycle time will be computed by dividing the total number of days in repair, taken from column 8, and divided by the number of items repaired. When computing RCT, the latest four recomputation periods will be utilized to obtain an average, except in those cases where usage data for four periods is not available or when current plans, missions, etc., make previous usage invalid.

Figure 3-1.--Stock Record and Inventory Control Card
(Maintenance Float), NAVMC 708-1.--Continued.

3-14

SOP FOR THE MAINTENANCE FLOAT

(23) The resupply rate (RSR) will be entered in this block. The RSR is the quantity of maintenance replacements anticipated to require resupply from external sources per month and is determined by subtracting the RR from the MFR. After this computation is made, refer to chart 3 for conversion for a 60-day requirement (overseas) when applicable.

(24) The repair cycle requirement (RCR) will be placed in this block. The RCR is determined by multiplying the RR by the RCT.

(25) The authorized safety level quantity will be entered in this block.

(26) The special levels authorized (quantity) will be entered in this block. Authorized special levels are:

INSURANCE ITEMS. Insurance items may be requested for inclusion into the maintenance float, for a nominal (1-2) quantity, at any time by the IMA/using unit. The requested item must be mission essential. Paragraph 3003 of this Order provides additional pertinent guidance.

SPECIAL ALLOWANCES. Due to the relatively small quantity of T/E assets, normally associated with the Fleet Marine Force, and high usage of those assets RO does not adequately support the end item. This situation is unique to MCDEC. Therefore, Special Allowances are authorized to supplement RO. Paragraph 3003.6 provides detailed instructions for the establishment of Special Allowances (SPL).

(27) The order and shipping requirement (OSR) will be entered in this block. The OSR is determined by multiplying the RSR taken from block 23 by the order and shipping time.

(28) The reorder point in quantity and months or fractions of months will be entered in this block. The reorder point equals the sum of blocks 24 through 27. (See note 2.)

(29) The operating level in quantity and months will be entered in this block. The float operating requirement for serviceable assets is that quantity necessary to sustain the rate of replacements of components (MFR). A normally large portion of this requirement is satisfied by unserviceable float assets in the repair cycle being repaired and is not additive to the repair cycle requirement as on operating level. The remainder of the operating requirement for serviceable assets is replenishment of assets which cannot be repaired (washout quantity). Operating levels are authorized as follows, based on resupply rates:

- a. CONUS garrison float--30-days.

Figure 3-1.--Stock Record and Inventory Control Card
(Maintenance Float), NAVMC 708-1--Continued.

3-15

SOP FOR THE MAINTENANCE FLOAT

- b. Overseas (including Hawaii) garrison float--60 days.
- c. Mount-out level--30 days based on combat requirements.

NOTE: The preceding garrison float operating levels represent modifications to previously authorized levels. It is not intended solely to reflect these changes which will have a small effect on float allowances.

(30) The requisitioning objective (quantity only) will be entered in this block. The requisitioning objective is the sum of blocks 28 and 29 or the reorder point plus the operating level quantities, unless the reorder point is established in accordance with note 2, in which case the requisitioning objective is the sum of blocks 24 through 27 and block 29.

(31) The "special allowance reference" authorizing the item for stockage in the maintenance float should be entered in this block. Additional references considered applicable by the local command may also be placed in this block.

(32) The NSN and unit of issue of a suitable substitute(s) will be entered in this block.

(33) The NSN or the locally assigned stock number.

(34) The item name, inclusive of minimum additional description, to clearly identify the item.

(35) The unit of issue as contained in the Marine Corps SL's, group lists, price lists, or other appropriate publications. (See note 1.)

(36) An "X" in this block indicates a stock fund account (SFA) item (SAC 1). (See note 1.)

(37) An "S" in this block indicates an appropriation stores account (ASA) item (SAC 2 or 3). (See note 1.)

(38) The quantity of an item authorized by allowance publications or higher authority to be on hand. Mount-out requirements will be included in this block.

(39) The reporting type code (Appendix W, UM 4400-15) will be annotated in this block.

NOTES: 1. Entries are not mandatory. However, if date is not recorded and maintained current, requisitions must be researched to ensure that current data from the supply management list is reflected.

Figure 3-1.--Stock Record and Inventory Control Card
(Maintenance Float), NAVMC 708-1--Continued.

3-16

SOP FOR THE MAINTENANCE FLOAT

2. When determination is made to order replacements for the float requisitioning objective on a one-for-one replacement basis, ROP will equal one less than RO.

3. Entries made on the Stock Record and Inventory Control Card (Maintenance Float form NAVMC 708-1), may be typewritten, made in ink, or made by pencil (must be legible), except that entries in blocks 17 through 32 must be maintained in pencil.

Figure 3-1.--Stock Record and Inventory Control Card
(Maintenance Float), NAVMC 708-1--Continued.

3-17

SOP FOR THE MAINTENANCE FLOAT

Heading

4400
C 211
5 DEC 198X

From: Float Manager
To: Property Control Officer

Subj: MAINTENANCE FLOAT WEEKLY REPORT OF 1 DEC - 5 DEC 198X

1. Number of Requests	<u>15</u>
2. Number of Requests Filled	<u>15</u>
3. Number of Requets Backordered	<u>0</u>
4. Percentage of Fill Rate	<u>100%</u>

A. L. MILLER

Figure 3-3.--Weekly Fill Rate Report.

3-19

SOP FOR THE MAINTENANCE FLOAT

Heading

4400
C 211
31 AUG 198x

From: Property Control officer, Marine Corps Development and
Education Command, Quantico, Virginia 22134-5001
To: Director, Material Division, Marine Corps Development and
Education Command, Quantico, Virginia 22134

Subj: COMMANDING GENERAL'S BRIEFING CHART UPDATE

1. The following information applies to the subject chart:

AAC	PERIOD COVERED	DEMANDS	FILLED	%FILLED
-----	----------------	---------	--------	---------

2. For additional information contact the undersigned at extension 640-2846/2847.

R. E. LOVE

Copy to:
AC/S Sup

Figure 3-6.--Monthly Fill Rate Report.

3-22

SOP FOR THE MAINTENANCE FLOAT

APPENDIX A

RECOVERABLE ITEMS PROGRAM

1. The purpose of the Recoverable Items Program is to ensure recovery, evacuation and disposal of principal reparable items which:
 - a. Are excess to an activity's requirements.
 - b. Require repair that is beyond the capability of the supporting maintenance branch.
 - c. Are not economically reparable when the condition of the equipment and the asset position of the Marine Corps are considered.

The program is explained and procedures for its implementation are set forth below and in the current edition of MCO P4400.82.

2. Responsibilities

a. Intermediate Maintenance Activities

(1) Determine the condition of the item to be reported in accordance with the criteria established in the current, editions of MCO P4400.82 and MCO P4710.8.

(2) Conduct a limited technical inspection (LTI) of the item to be reported.

(3) Submit to the Support Division MMO a request for WIR along with a copy of the LTI.

(4) Maintain security for the item until disposition is effected based on CG, MCLB, Albany reply to the WIR.

(5) Maintain open EROs and outstanding requisitions for reparable to the end item until disposition instructions are received.

(6) If disposal or evacuation instructions are received, EROs may be closed and requisitions canceled. Any repair parts received for the end item being disposed/evacuated will be redistributed to satisfy demands for like repair parts or other open ERC)S. If no other demands exist for the particular repair part, the item will be rolled back to the appropriate source of supply.

(7) When evacuation instructions are received, causing the item to be turned over to the organization responsible for

A-1

SOP FOR THE MAINTENANCE FLOAT

transportation, sufficient time must be allowed to retrograde the equipment to reach the designated Remote Support Activity (RSA) within 30 days of receipt of disposition instructions from MCLB, Albany, (unless otherwise advised by MCLB, Albany).

(8) Ensure that retrograde equipment is completed with the appropriate end item components in accordance with the current edition of MCO P4400.84.

(9) In the event the preceding time frames cannot be met or deviation from the specified time frames is required, CG, MCLB, Albany will be advised by message, stating why the retrograde item was not shipped.

b. Owning Organization

(1) All open EROs and outstanding requisitions for repair parts to the end item will be maintained until receipt of disposition instructions from CG, MCLB, Albany are received.

(2) Requisitions may be canceled and EROs closed when the letter of unserviceable property is received. Repair parts received for the end items which have been declared unserviceable will be redistributed to satisfy demands for like repair parts on other open EROs. If no other demands exist for a particular repair part, the item will be rolled back to the source of supply.

c. Maintenance Management Officer

(1) Upon receipt of an LTI from the maintenance activity, the MMO will stamp "Received by" and affix his signature on a copy of the LTI and provide a copy to the maintenance activity. This is not to be construed as authorization to requisition a replacement item.

(2) A Recoverable Item Report (WIR) will be prepared, in message form, by the MMO within 24 hours of receipt of the request for WIR. When the criteria provided in reference (b) are met for requisitioning replacements, the MMO will forward the IMA's request, a copy of the LTI, and/or a copy of the applicable ERO to the Maintenance Float Manager. The Maintenance Float Manager will annotate the AOA to the outgoing WIR and return it to the MMO. Upon obtaining the signature of the releasing authority, the message will be delivered to the communication center for transmission.

(3) Upon receipt of a "has been sent" copy of the message from the communication center the MMO will:

(a) Provide a copy to the float manager.

A-2

SOP FOR THE MAINTENANCE FLOAT

(b) Provide a copy to the maintenance activity.

(c) Place a copy of the has been sent copy in the pending WIR file along with a copy of the request for WIR.

(4) Upon receipt of a DD 1348-1 (shipping mat) from the Property Control Office the MMO will:

(a) Retain one copy of WIR file, lining out WIR on the file folder and annotating D7P.

(b) Forward a copy to the maintenance activity.

(5) Upon receipt of disposition instructions from CG, MCLB Albany, the MMO will:

(a) Forward a copy to the maintenance float.

(b) Forward a copy to the maintenance activity.

(c) Retain a copy in WIR file, closing out WIR file at this time. If disposition code H is received, line out WIR and/or D7P on file folder and annotate B7J.

(d) Prepare a letter of unserviceable property and forward copies to the maintenance float and the IMA.

A-3

SOP FOR THE MAINTENANCE FLOAT

APPENDIX B

DEFINITIONS

BACKORDER (BO): That portion of stock requisitioned which is not immediately available for issue to the requisitioner and will be recorded as commitments for future use.

CONDITION CODE: A code used to indicate the physical condition of materiel considered and reported as excess to requirements and allowances and/or to be disposed or redistributed.

CONTROLLED ITEMS: Materiel that is centrally managed/controlled. It refers to that materiel procured, budgeted for by the Commandant of the Marine Corps, and issued to the field without charge and on which allowances are established by the Commandant of the Marine Corps.

DOCUMENT IDENTIFIER CODES (DIC): A three-position alpha/numeric code designed to provide a means of identifying a given product (i.e., requisition, passing action, status card, receipt, adjustment, etc.) to the system to which it pertains and further identifies such data as to its intended purpose and usage.

EXCESS PROPERTY: That portion of the total quantity of an item on hand which exceeds authorized stock/retention levels or prescribed allowances.

RECOVERABILITY CODES: Identify whether or not an item is repairable, and more importantly, the disposition action to be taken on unserviceable assets.

REQUISITION: A formal request for supplies or equipment.

SECONDARY REPARABLE ITEM: Certain specified items which are not functional by themselves but are components of other items. These items are defined in detail and managed in accordance with the current edition of MCO P4400.82.

STORES ACCOUNT CODE (SAC): A numeric 1 used to identify Marine Corps Stock Fund Account items, or a numeric 2 or 3 used to identify Marine Corps Appropriation Stores Account items.

USING UNIT: The lowest command echelon authorized a supply account maintained and administered by a supply/property control officer.

B-1

SOP FOR THE MAINTENANCE FLOAT

APPENDIX C

DOCUMENT NUMBER ASSIGNMENTS

<u>INTERMEDIATE MAINTENANCE ACTIVITY</u>	<u>DOCUMENT NUMBER</u>
Electronics Maintenance Branch (EMB)	H101 - H125
Ordnance Maintenance Branch (OMB)/Optics	H126 - H150

Motor Transport	H151 - H175
The Basic School, Tracks/Optics	H176 - H200
Office Machine Repair (Mgt Systems)	D576 - D600